**MPSA Meeting Minutes– Thursday 11 November 2021**

**In attendance: Helena, Rachel, Bridget, Kelly, Nicole, Alix, Ann, Kayla, Ola**

**Welcome to Ola and welcome back to Kayla! Apologies from Cathryn**

1. **Review of Autumn Term so far**
* **MPSA Meet and Greet**
	+ It was really nice and we got some interest but not everyone knew about it – maybe posters on the gates ahead of events would help in the future?
	+ **£50 raised from donations** (sometimes in return for cake! 😊) That is good, Posters would be a good idea for next time. It is tricky as we sent out a letter and also newsletter but we will learn for next time.
* **Halloween Disco**
	+ Successful discos and lovely to have so many keen volunteers to help out (**thank you to everyone who helped!**)
	+ **£480 raised** (expenses to be deducted from this) It was brilliant, thanks to all involved and also staff for supporting. Well done!
* **Christmas cards**
	+ **Daniela** has coordinated getting the templates to school and returning the orders to IQ (with help from **Bridget, Helen, Kirsty** and **Cathryn** – **thank you all!**)
	+ We are now waiting for the final cards to be returned –  **As far as I am aware this has all gone ok, timings were good. Thanks to Daniela!**
1. **Christmas Plans**
* Agreed at the last meeting to focus on the activities that worked last year: **Advent Calendar raffle; Christmas Jumper Competition; Christmas Jumper day; Virtual Raffle; Christmas Hamper from teachers; Santa gifts;** Visit from Santa [co-ordinated by school])
	+ A FB post covering all activities was really helpful last year – should we aim for 15 November? Can **Cathryn** action please?
* **Advent Calendar Raffle**: **Sub Committee: Bridget, Ola**

Draw on **Friday 26 November**… in celebration assembly

* + We will need the tickets to be on sale prior (**15 to 24 November**)…**Prefects, currently 6 of them, can do this.**
	+ letter needs to go out on **Monday 15 November**…or Fri 12th if poss **Actioned by Bridget**

Source calendars this weekend…**Helena ordered this pm!**

* + We have plenty of raffle tickets in the MPSA cupboard…**Bridget** will sort tomorrow pm.
* **Main Raffle – Committee- Cathryn, Ola, Alix, Ann**
* **Cathryn to draw up spreadsheet of businesses approached.**
	+ **Monday 13 December**…**Live draw as last year via FB. would be great. Mr C happy to do this at 3.00pm if everyone is happy.**
	+ We would need all sold raffle ticket stubs returned by **Wednesday 8 December**… **Kirsty happy to coordinate additional ticket requests with guidance.**
	+ If we send out the letters with 2 strips of raffle tickets attached on **Monday 22 November** that gives 2.5 weeks for the tickets to be sold…**Bridget to sort letter.**
	+ We would ideally need all raffle donations by **Wednesday 8 December** also to give time to compile a list of items –
	+ **We can send messages on WhatsApp and to the e-mail distribution list to ask if anyone knows of any local businesses who might be happy to donate.**
	+ **We will have a prize for the class that sells most tickets sold again like last year.**
	+ **Ola to find out about match funding as she works at Barclays. BIG THANKS!!**
* **Staff Hamper(s) for Main Raffle**
	+ **Staff are happy to donate to a hamper again this year.**
	+ It will need to be assembled by **Friday 10 December**…**who would like to assemble the hamper(s)? TBC**
	+ **Alix** suggested getting a B&M wrapping kit
	+ All donations would need to be in school by **Wednesday 8 Dec 21**
	+ So, if we provide the information we have provided previously to school by **Monday 22 November (to be actioned…TBC )**, that allows 2.5 weeks to provide contributions. **Mr C** to follow up.
* **Christmas Jumper Competition Rachel, Bridget, Kayla, Ann, Helena, Kelly, Daniela, Ola and Alix all happy to cut out templates.**
	+ As Save the Children Christmas Jumper Day is **Friday 10 December** Please can school hang them up as a decorations and tie in with Christmas Jumper day.
	+ We would want to announce the winners by **Wednesday 8 December**…Deadline is **Thursday 2nd Dec**.
	+ Entries to be judged on **Friday 3 December** so that the jumpers can be bought the weekend of 4/5 December…**Rachel** will judge!!
	+ **Techno type for paper and reinforcers, Ribbon….Alix volunteered to buy these resources tomorrow. Bridget to check on ribbon. Need enough for each child…Helena to check numbers.**
	+ Which means an entry window from **22 November to 1 December**…
	+ So letters and templates would need to go out on **Friday 19 November**…**Bridget letter.**
	+ **Is it feasible to have the templates printed and cut out by Thursday 18 November? 19th Nov agreed**
* **Gifts from Santa**
	+ We agreed to getting a gift for each child again this year but asking for a donation from parents, like we did for the yearbook – **please can school provide numbers of children (split by gender) for each class**. We would need to send letters out for this – suggest sending letters out on **Monday 29 November**…**Bridget to do letter**
	+ Grotto and Santa himself will be sorted by school – we will buy and wrap the books for the children. **Nicole to source something small from Mr Simms in order to offset sweet hamper donation! Haribos for dairy free. Mr C can sort Santa. If we do a Grotto school will sort it out. It is possible that we could have a grotto after school one evening as a special event but I will need to have a think about the logistics of that. Last year we had santa in the hall and the children visited him. We think that a grotto is achievable after school with times slots etc.**
	+ Santa is in school week commencing **13 December**
	+ We would need from **6 to 10 December** to wrap the books (we can ask for volunteer elves again via WhatsApp and the distribution list; we have PLENTY of wrapping paper and tape)…All committee happy to wrap…except Alix!
	+ With a 5 day standard delivery time (books4people and TheWorks), we would need to be ordering the books by **26 November**…**Helena, Alix action**
	+ So distributing a proposed list of books to be purchased **by Wednesday 24 November**…
	+ **Kayla to sort labels again.**
	+ **Who would like to be involved in reviewing existing stock and selecting books to buy?**
	+ **ASK CATHRYN TO PUT TOGETHER ADVANCE PLAN OF EVENTS WITH PRICES TO SEND OUT TO PARENTS. NEXT WEEK? AND FB TOO.**
	+ **THIS COULD ALSO GO ON OUR WEBSITE PAGE.**

**November…**

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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |  |  |  |  |  |

**December…**

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| --- | --- | --- | --- | --- | --- | --- |
| Mon | Tue | Wed | Thu | Fri | Sat | Sun |
|  |  | 1 | 2 | 3 | 4 | 5 |
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1. **Funding Requests:**

 **THIS WILL BE OUR FOCUS FOR CHRISTMAS FUNDRAISING:**

* **We are currently looking to install a mud kitchen for the children at lunchtime. The costs is approximately £900 with wood and the kitchen. We would like this in place for January. We are also still investigating the idea of the school beach. This is proving to be more challenging than we anticipated but that is still our goal for summer term.**
1. **Admin Activities:**
* **Bank Account** – it would be good to have a second named person on the account – **Daniela has volunteered.**
* **Amazon Smile** –it would be good to set it up this month – **Kayla would like to look into this?** **And liase with Nicole. Looks very straight forward. Will need email address so Kayla cant set this up. Nicole and Helena to sort.**
* **Parentkind** – We agreed that we should review our constitution in line with latest version provided by Parentkind – **Kelly updated on this. Parentkind is a little too formal for our purposes its felt. Our original one from the Charities Commission seems to cover all our needs as an organisation with charitable status in terms of our accountability and structure. (We have a charity number and carry out a yearly return to the CC). Do we get best value from Parentkind? Kelly will delve further…**
* **Distribution list update – Helena to action**
	+ We have an updated e-mail distribution list and WhatsApp group – we can continue to have sign-up sheets at events, as appropriate.
	+ **Who would like quick guidance on how to navigate the e-mail and send to the distribution list? Helena to action if needed.**
1. **Future Projects/Plans:**
* Eco Bricks community collection hub next steps – **Alix was looking into it – It looks like a lot of work for not a lot of gain. Could be a step too far in terms of our capacity. No financial gain.**
* **The storage containers in the playground could be painted by Alix’s contact. To be continued!** Possible future funding need.
1. **Any other business:**
* AGM scheduled for **Tuesday 16 November at 1pm**. Any contributions from those who cant attend to be raised with Helena beforehand. We will assume all in post are happy to continue. Kayla would like to rejoin committee. Ann is happy to join. YEH!
* Best date/time for next meeting, **week commencing 10 January 2022 TBC**
* We should probably consider raising the prospect of a Valentine’s Disco with Pete sooner rather than later…**would we be looking at week commencing 14 February? When would be a good day? Tuesday Feb 15th? Not really on the 16th, governors meeting on that evening. Nicole to liase!**